



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

24 June 2002

MEMORANDUM FOR ALL WING & REGION COMMANDERS

FROM: HQ CAP/DO

SUBJECT: Updated Online Emergency Services Curriculum Project Train-The-Trainer Course

1. Over the last year we have offered many online Emergency Services Curriculum Project (ESCP) Train-The-Trainer (TTT) Courses so that personnel who could not attend scheduled courses could still conduct training. The course critiques and comments from approximately 400 students suggest that we continue offering this course. We will be happy to do so but must make some changes to the online course so that it accomplishes the same lesson objectives as the classroom course.

2. Here are the updated requirements for the course:

a. Each course will still be proctored by a member of the ESCP Working Group, and monitored by a member of my staff.

b. Students must have access to the internet, e-mail that will accept attachments, and the capability to review, edit, and/or produce Microsoft Word, Microsoft PowerPoint, and Microsoft Excel files (95 or later versions).

c. Participants will not be expected to login at a specific time to complete the course, but will have deadlines for completion of homework assignments, and may be administratively dropped from an online course if they do not meet the established weekly deadlines.

d. Each course is expected to take 4 weeks to complete. This includes three for homework assignments and one for the final exam.

e. Homework assignments will be due on Tuesday of each week and will consist of:

1) An introduction of the student to the class via e-mail.

2) A lesson plan developed for an operations topic as agreed upon by the course proctor and the student.

3) A videotaped presentation no longer than 15 minutes in length submitted either electronically as an MPEG or AVI file via e-mail or CD-Rom, or on a standard VHS tape to the proctor. The presentation must be on an operations topic approved by the course proctor in advance, and should preferably be based on the same topic the student prepared a lesson plan for to meet the requirements of assignment two. The proctor will then critique the presentations received and provide the students with feedback to improve their teaching techniques.

f. The final exam, conducted electronically, should be completed by midnight on the last day of the course. This is an open-book examination and will primarily be made up of matching

and true/false questions, but still requires students to pass with a minimum score of 70% (corrected to 100% online).

g. Students must successfully complete all homework assignments and the final exam in order to graduate.

h. Each student will be expected to complete an online course critique so that we can make improvements to future courses.

i. Interested participants must complete the online CAPT 116 available at <https://data.ntc.cap.gov/ntc/ops/tests/default.cfm> prior to the first session of their online course or provide documentation of completion of the requirements to their course proctor at the start of the course.

j. Students must sign-up by the Friday before an online course begins at <https://data.ntc.cap.gov/ntc/ops/dl/main.cfm> to participate.

3. The next online course will begin on the 9th of July, and should finish on the 6th of August. We expect to offer several more of these courses in the future but must limit each course to the first thirty personnel enrolled. Additional courses will be added as the need dictates.

4. If you have any questions about the online TTT course, please direct them to my Chief of Emergency Services, John Desmarais. He can be reached at (334) 953-4228 or via e-mail at dos@capnhq.gov.


JOHN A. SALVADOR
Director of Operations